NORTEL

CallPilot Quick Reference Card
CallPilot interface - Remote Users

Copyright © 2006
Nortel Networks,
All Rights
Reserved
N0027359 04

Initializing your mailbox

You must initialize your mailbox to receive and store messages.

1. Dial the CallPilot system telephone number.
   The CallPilot system number is:_____.
2. Dial the CallPilot extension, then enter your mailbox number. Enter 0 0 0 0 (the temporary password) and press OK or #.
3. Enter a new password from four to eight digits long that does not start with zero, and press #.
4. Reenter your new password and press OK or #.
5. At the tone, record your name in the Company Directory.
6. Press # to end the recording.
7. Press # to accept the recording.
8. Replace the handset to end the session.

Now you are ready to record your personal mailbox greetings and use the CallPilot features described in this card.

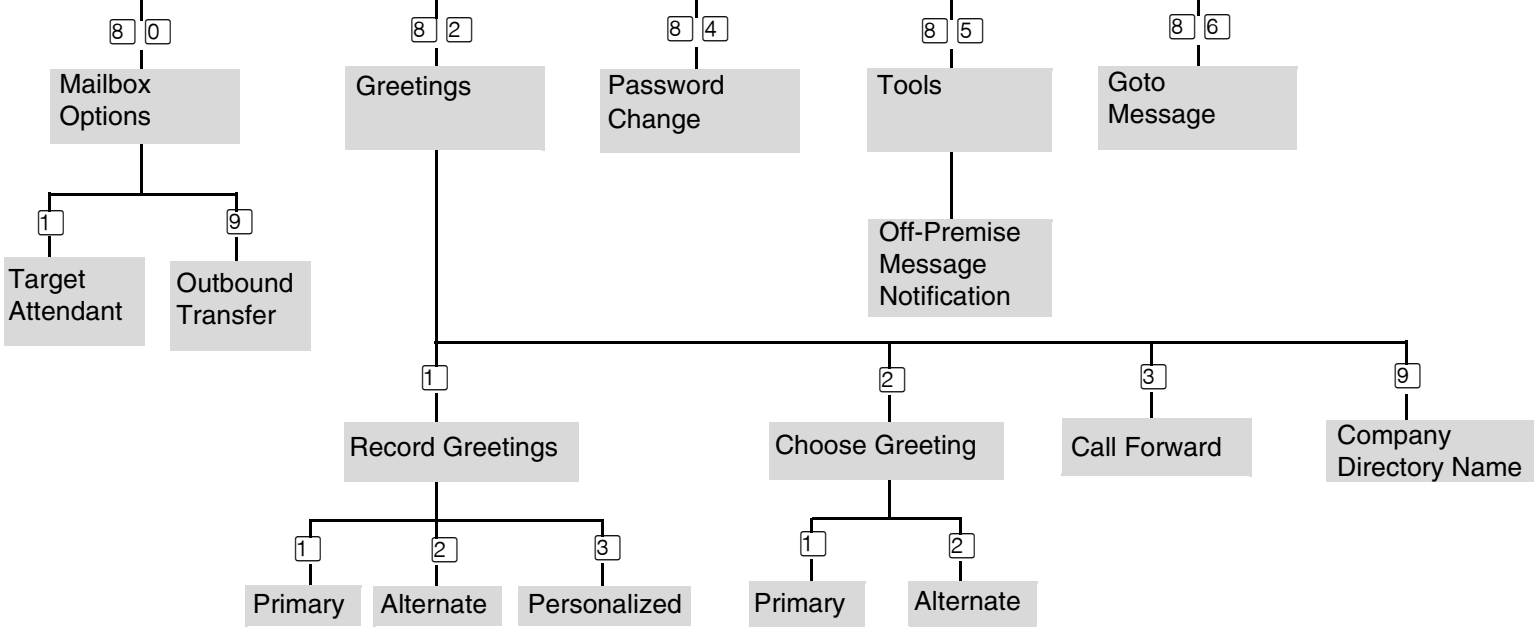
Note: If you do not record a personal greeting, your Company Directory name plays to callers.

For detailed information about using the CallPilot interface, refer to the *CallPilot Reference Guide*.

Accessing your mailbox

From your telephone:

1. Enter the CallPilot system telephone number and then enter the CallPilot extension.
2. Enter your mailbox number and password and press #.
3. Follow the voice prompts and press the dialpad keys for the features you want to use.



Playing messages

From your telephone:

1. Enter the CallPilot system telephone number and then enter the CallPilot extension.
2. Enter your mailbox number and password and press #.
3. Follow the voice prompts and press the dialpad keys for the features you want to use.

When there are messages in your mailbox these commands are available.

- 1 Skip Back
- 2 Play Current Message
- 3 Skip Forward
- 4 Previous Message
- 6 Next Message
- 9 Call Sender
- # Stop

Use these commands to review, send and respond to messages.

- 7 0 Message Options
- 7 1 Reply
- 7 2 Message Envelope
- 7 3 Forward Message
- 7 4 Reply All
- 7 5 Compose Message
- 7 6 Delete Message
- 7 9 Send Message

To retrieve a deleted message

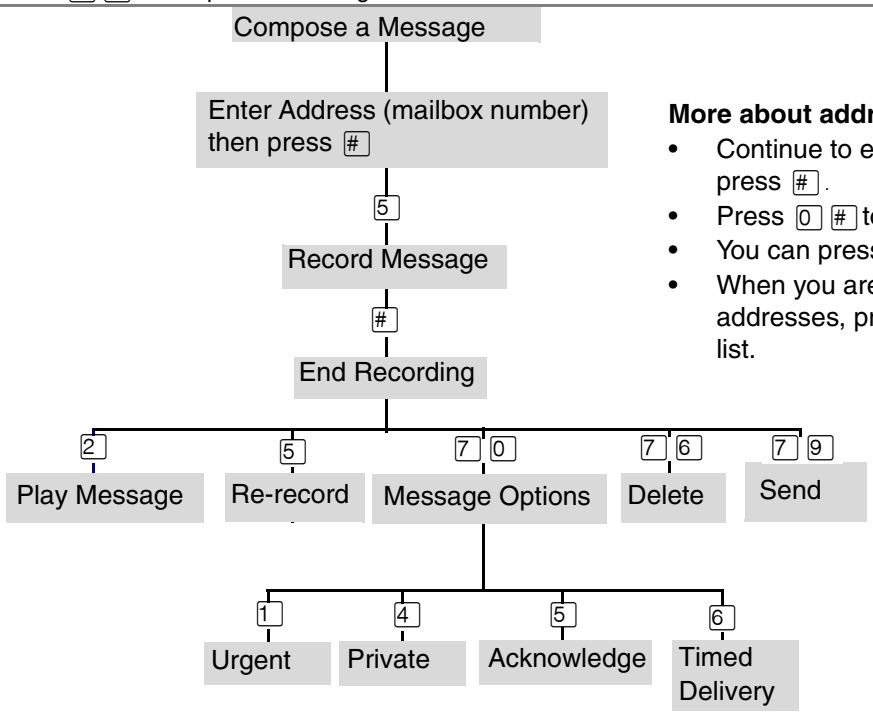
You can retrieve a deleted message if you are still in a CallPilot session. A deleted message remains in your mailbox until you end your current CallPilot session. If you have listened to all your new and saved messages, you can play and retrieve your deleted messages.

Return to your deleted message and press 7 6 to restore the message.

Sending messages

From your telephone:

1. Enter the CallPilot extension or press the MSG key.
2. Enter your mailbox number and password and press #.
3. Follow the voice prompts and press the dialpad keys for the features you want to use. Press 7 5 to compose a message.



More about addresses:

- Continue to enter addresses and then press #.
- Press 0 # to cancel an address
- You can press 1 1 to dial by name.
- When you are finished entering addresses, press # again to end the list.